



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

## **SUPERVISING FRAUD INVESTIGATOR I**

**\$5,476 - \$7,146**

### **ENFORCEMENT BRANCH**

### **PROFESSIONAL STANDARDS UNIT - INTERNAL AFFAIRS**

### **LOCATION TO BE DETERMINED**

### **INTERNAL DEPARTMENTAL CANDIDATES ONLY**

**RESPONSIBILITIES:** Under the direction of the Supervising Fraud Investigator II, Professional Standards Unit, the incumbent is responsible for conducting complex and sensitive investigations including but not limited to internal affair investigations, background investigations, Equal Employment Opportunity (EEO) and/or discrimination complaints and citizen's complaints. Directly supervises and assigns investigations to Fraud Investigator-Retired Annuitants. Maintain liaison and interact with various departmental staff on matters related internal investigations, background investigations, EEO investigations and/or citizen complaints. The incumbent must successfully qualify at quarterly weapon qualifications and meet all Peace Officers Standards Training requirements. Incumbents perform a full range of peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830.3. Incumbents must qualify and carry a firearm; possess a valid driver's license issued by the Department of Motor Vehicles and be able to safely operate a motor vehicle. ***This position is designated as peace officer.*** This position is headquartered in the Sacramento Division Office. However, incumbents may be physically located throughout California. Incumbents will be required to travel statewide and may require evening and weekend hours.

### **DESIRABLE QUALIFICATIONS:**

- Ability to liaison with various departmental staff;
- Ability to successfully perform complex and sensitive internal affair investigation assignments;
- Ability to work independently and in a team environment;
- Ability to collaborate with all levels of staff and executive management;
- Ability and willingness to travel throughout California as required for successful job performance;
- Excellent oral, written, and interpersonal communication skills;
- Experience utilizing Microsoft and other computer applications (i.e. Outlook, Word, Excel, CLETS, FIDB);

### **STATEMENT OF QUALIFICATIONS:**

All interested candidates must submit a completed standard State of California application and a

04/24/15 jtf

---

### **DO NOT SUBMIT APPLICATIONS TO CalHR**

---

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

---



# ***JOB OPPORTUNITY***

## **CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

Statement of Qualifications in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

**WHO MAY APPLY:** Applications will be accepted from current, California Department of Insurance employees. All applications will be reviewed; however, only the most qualified candidates will be interviewed.

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) and Statement of Qualifications to Judy Turner-Fitzell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Supervising Fraud Investigator I, PSN # 413-177-7541-006" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Judy Turner-Fitzell at (916) 492-3272.

**FINAL FILING DATE:**      **May 8, 2015 by 5:00 p.m. – Close of Business**

04/24/15 jtf

---

### **DO NOT SUBMIT APPLICATIONS TO CalHR**

---

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

---